RECORDS

MANAGEMENT

CONFERENCE

AGENDA

Tuesday, 22 October 1968

0900 - 1000	Arrival, Billeting & Registration
1000 - 1015	Opening Administration
1015 - 1030	Post Administration
1030 - 1045	Welcome--Conference Goals
	COFFEE
1100 - 1200	Information Storage & Retrieval
	LUNCH
1315 - 1415	Introduction to Automation
1415 - 1445	Movie - Introduction to ADP
	COFFEE
1500 - 1545	Magnetic Tape to Microfilm Recording
1600 - 1645	Microforms, Video Tape Files, and Laser Beam Systems
	SOCIAL HOUR AND DINNER
1900 - 1945	Records Center
2000 - 2100	Movie (Optional)
2100	Social Activity

OCTOBER 1968

RECORDS

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<u>AGENDA</u>

<u>Wednesday, 23 October 1968</u>

BREAKFAST

0900 - 0945	Total Records Management with Microfilm and ADP Systems

COFFEE

1000 - 1045	New Technology
1100 - 1115	Introduction to Forums
1115 - 1200	Forums - Applying New Records Systems in your Components

LUNCH IN FORUM GROUPS

1300 - 1400	Forums - Continued
1400 - 1445	Reports and Review of Forum Groups' Findings
1500 - 1515	Administration Wrap-Up
1515 - 1530	Adjourn